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Chief, Management Staff

23 May 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 21 May 1958

1. Contributions

a. Tangible

(1) Received at the Records Center 137 cu. ft. of inactive records from eight offices, 31 cu. ft. more than last week. The weekly average since 1 January 1958 is 172 cu. ft. Disposition activity at the Center again increased. 1,062 cu. ft., of which 1,036 cu. ft. were DD/P records, were disposed of.

(2) Approved and designed four new and seven revised forms.

(3) Completed installing the subject-numeric filing system in the Office of the Director of Personnel with these results: Prepared new file plan and trained nine people in its use. Retired four cu. ft. of regular inactive records and one cu. ft. of Top Secret material. Discontinued two periodic negative reports. Centralized in one safe and in one file material formerly dispersed among six files in six safes.

25X1X8

(4) Assisted Legislative Counsel and the [REDACTED] Staff in retiring four cu. ft. of records. Additional inactive records being disposed of according to schedule will release one safe for return to stock.

25X1A9a

(5) Completed the Records Management Survey in the Office of the DCI. The survey report was well received by Mr. [REDACTED] who will call on us for assistance in carrying out our 13 recommendations for improving mail and file operations in the Executive Registry.

(6) Completed improving the system for filing Biographic Profiles in the Office of Personnel. By testing several types of expandable pocket file folders it was

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determined that a 39¢ folder could be used for 90% of the file rather than one costing \$1.05.

b. Intangible

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- (1) Assisted Mrs. [REDACTED] in developing a form, instructions, and a proposed Agency notice to obtain overseas service data from all Agency employees.
- (2) Evaluated two Employee Suggestions.
- (3) Assisted OCE Library personnel in selecting card filing equipment which will increase the efficiency of their receipt and on-order records, and will release two safe cabinet drawers for other purposes.

2. Assignments - Active

- ✓ a. Employee Suggestions - Eleven are being evaluated. Our workload of suggestions continues high. Five were received last week.
- ✓ b. Forms in Process - Nine new and fifteen revised forms are under review. Six of the new forms tie-in with the new Flomwriter system in the Office of Logistics.
- c. Forms Management Survey, Printing Services Division - Designed three forms.
- ✓ d. Revision of Travel Order Form.
- ✓ e. Audit of OCE Records Control Schedule - Completed draft of schedule for [REDACTED] Since our last survey, 12 4 drawer legal cases, with a replacement value of \$5,136, were returned to stock.
- ✓ f. OCE Subject-Numeric File - Installation is continuing in Office of Chief, Intelligence Information Staff, where subject-files have not been out off since 1948.
- g. Records Management Survey, Records Services Division/OP. Drafting of survey report is underway.
- ✓ h. Legislative Counsel - [REDACTED] for recording liaison contact with Congress have been accepted.

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1. Shelf File Installations.

(1) Acquisitions Branch Library/OCR.

(2) Map Library Division/OCR.

(3) Office of Security.

2. Document Division/OCR Sorting Rack.

25X1X8 k. Vital Materials Program - [REDACTED] OCH, General Counsel, OO,
Personnel and OTH are reviewing their VM schedules.

3. Assignments - Inactive

a. Budget Office/Office of Communications Files System Survey.

b. Machine Records Division Shelf File Installation.

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4. [REDACTED]

a. We are working with the Area Records Officers for
Personnel and OCH in developing material to promote
records management in their Offices.

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[REDACTED]

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6/23
Mgt/S/RMS/ [REDACTED] :FJM (23 May 1958)